POSITION TITLE: Program Assistant
REPORTS TO: Executive Director
CLASSIFICATION: Full Time/Non-Exempt, Grade 9
LOCATION: Detroit, MI

What We Do
With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

Strategies We Pursue
- Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.
- Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.
- Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.
- Develop leadership and the capacity of partners to advance our work together
- Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 40 years, LISC and its affiliates have invested approximately $22 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 37 markets with offices extending from Buffalo to the Bay Area and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org.

The LISC Detroit office is focused on affordable housing, economic development, along with capacity and wealth building opportunities for LMI families. Visit us at www.detroit-lisc.org

Job Overview
Local Initiatives Support Corporation (LISC) seeks an organized, professional to become the Program Assistant in its Detroit office.

The Program Assistant will be responsible for ensuring efficient office operations by providing a range of administrative functions to support the LISC office. In addition, the Program Assistant will provide support to the Detroit team to ensure grant/contract management is timely and accurate and programs are administered smoothly and effectively. Responsibilities include grant administration, compliance and disbursements, and financial management. The successful candidate must be proactive, organized, familiar with budgeting, able to perform multiple tasks and work well with others; possess outstanding administrative and computer skills; and have excellent oral and written communication skills.

The position offers an excellent working environment and exposure to a broad range of community development activities.
Administrative Responsibilities

- Administer, track, and update donor lists, records, and communication materials used for fundraising
- Process and track local office revenue and expenses monthly for accuracy; provide financial management support to include: invoicing, updating payment status, proactively communicating with LISC National finance and accounting teams
- Process all incoming checks, gifts, grants and track status of all receivables
- Plan and coordinate events logistics to include: trainings, conferences, and special events
- Assist with Local Advisory Committee meetings (minutes, logistics, and meeting coordination) and other committees
- Develop and enhance processes/procedures to effectively manage daily office operations
- Distribute mail, overnight packages, respond to phone and email inquiries from the public, maintain office and meeting space, proactively ensure office is prepared for meeting and guests
- Order office supplies and manage inventory to ensure adequate supplies for the office and staff
- Work with LISC IT to maintain/troubleshoot LISC operating systems, software, applications, computer & other office equipment
- Develop and maintain strong working relationships with local Program staff and national LISC backroom operations staff
- Provide administrative support to the LISC Detroit team
- Work with the following LISC platform of software to accomplish tasks: Salesforce, Certify, NetSuite, ADP and Box
- Coordinate with the National Communications team, prepare content for publication including newsletters and press releases and as required update our social media accounts & mailing list

Program Responsibilities

- Support ESPN RePlay and other programs through the National LISC Sports and Recreation Team, including tracking and reporting on grant outcomes, preparing grant agreements, reviewing financial reports, processing grant disbursements, and supporting grant compliance
- Market the LISC AmeriCorps program to community partners, recruit host sites, hold regular meetings with members and partners, coordinate project activities, and ensure program compliance
- Review home repair loan applications in Salesforce, assign to the lenders, answer applicant inquiries, create reports and maintain relationships with community partners
- Perform other related duties as assigned

Qualifications

- Associate’s Degree from an accredited college or university or comparable work experience; Bachelor’s Degree preferred
- Minimum 3+ years’ related work experience in administration or community development preferred
- Excellent writing and communication skills
- Experience analyzing and organizing conceptual and quantitative information
- Facilitate multiple and varied projects with strong attention to detail, organization, and accuracy
- Work independently and as a part of a team
- Proficiency in Microsoft Office Suite applications
- Familiarity with social media, web development and Photoshop a plus
- Experience working effectively with diverse staff and stakeholders
- Excellent customer service skills

Compensation: LISC offers a competitive salary and excellent benefits.
To Apply: Submit a resume and cover letter to dthompson@lisc.org with subject heading “PA Search”

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY, EQUITY, INCLUSION & JUSTICE